

CERTIFICATION INFORMATION CHANGE FORM (New 1/2001)

Office of Small Business Certification and Resources (OSBCR)
707 3rd Street 1st Floor, Room 400, West Sacramento, CA 95605
(916) 375-4940 • www.dgs.ca.gov/osbcr

FOR STATE USE ONLY

For App Recd

Instructions: Please **TYPE** or **PRINT CLEARLY** in ink. Complete the required "Current Certification Information" section below and only the section(s) where you wish to request or report a change. The form must be signed by an authorized owner/officer. You may fax this completed change request form to (916) 375-4950, or mail it to: Office of Small Business Certification and Resources, P.O. Box 989052, West Sacramento, CA 95798-9052.

WHAT CHANGES CAN I MAKE TO MY CERTIFICATION USING THIS FORM?

- Business Name
- Mailing Address
- Principal Office Address
- Contact Information
- Owner's/Officer's Home Address
- Standard Industrial Classification (SIC) Codes
- Service Area(s) *(Where your firm is able to do business)*
- Add Construction Business Type and Change Contractors License Classification Codes
- Request to Terminate Your Certification
- *To add Service, Non-Manufacturer, or Manufacturer to your certification, please contact our office as noted above.*

WHAT CHANGES REQUIRE ME TO COMPLETE A NEW CERTIFICATION APPLICATION?

- Expired or revoked certification
- Change in ownership
- Business structure change from your current ownership type to a Sole Proprietorship, Partnership, Corporation, Limited Liability Company, Limited Liability Partnership, or Joint Venture
- Adding small business or disabled veteran business enterprise (DVBE) certification to your existing status.
- Acquisition of a new affiliate(s) *[Small business certification only]*

For all other changes and/or if you have any questions, please contact our office. You may download the application from our website at www.dgs.ca.gov/osbcr, or call the OSBCR at (916) 375-4940.

CURRENT CERTIFICATION INFORMATION (REQUIRED)

Business Name *(Business name currently certified under)*

OSBCR REF # *(From your certification letter)*

Mailing Address *(Currently on file with the OSBCR. Street Address or P.O. Box)*

City

State

ZIP Code

This reported change affects my following Certification Type(s): *(Check one or both)*

☐

Small Business

☐

Disabled Veteran Business Enterprise (DVBE)

Type of Change or Request: *(Check all that apply)*

☐

Business Name

☐

Contact Information

☐

Standard Industrial Classification (SIC) Codes

☐

Mailing Address

☐

Owner's/Officer's Home Address

☐

Construction Type Add/License Classification Codes

☐

Principal Office Address

☐

Service Area(s)

☐

Request to Terminate Certification

A. BUSINESS NAME CHANGE

New Business Name *(Name used when bidding on state contracts)*

B. MAILING ADDRESS CHANGE *(Did your principal office and/or any owner's home address change too? If so, please also complete Sections C and E.)*

New Mailing Address *(Street Address or P.O. Box)*

City

State

ZIP Code

C. PRINCIPAL OFFICE ADDRESS CHANGE

New Physical Location of Principal Office *(Street Address Only. No P.O. Box)*

City

State

ZIP Code

D. CONTACT INFORMATION CHANGE

Phone Number

FAX Number

E-Mail Address

Internet Homepage Address

E. OWNER'S/OFFICER'S HOME ADDRESS CHANGE ONLY

(If your business has experienced a change in ownership, you must complete a new certification application.)

Individual/Entity Owner/Officer's Name	New Home Address	City	State	ZIP Code

F. SERVICE AREA CHANGE

Circle the service area number(s) where your firm is able to do business. The area(s) you select below will represent your current service area(s). To view a map of the areas below, visit our website at www.dgs.ca.gov/osbcr, or call (916) 375-4940.

99	Statewide	6	Madera, Fresno, Kings, Tulare, Kern
1	Del Norte, Humboldt, Mendocino, Lake	7	Ventura, Los Angeles
2	Siskiyou, Modoc, Shasta, Trinity, Lassen, Tehama, Plumas	8	San Bernardino, Riverside
3	Sierra, Butte, Glenn, Colusa, Sutter, Nevada, Placer, Yuba, El Dorado, Sacramento, Yolo	9	Mono, Inyo
4	Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, San Francisco, Santa Clara, San Mateo	10	Merced, Mariposa, Alpine, Stanislaus, Tuolumne, Calaveras, Amador, San Joaquin
5	Santa Cruz, San Benito, Monterey, Santa Barbara, San Luis Obispo	11	San Diego, Imperial
		12	Orange

G. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE CHANGE

Enter the 4-digit Standard Industrial Classification (SIC) Code(s) you wish to add or delete from your certification profile. For a complete list of SIC codes, visit our website at www.dgs.ca.gov/osbcr, or call our office at (916) 375-4940.

ADD the following SIC code(s) to my certification profile:		DELETE the following SIC code(s) from my certification profile:	
4-digit SIC Code	SIC Code Description	4-digit SIC Code	SIC Code Description

H. ADD CONSTRUCTION BUSINESS TYPE AND CONTRACTORS LICENSE CLASSIFICATION CODE CHANGE (Construction Firms Only)

Enter your contractor's license number and the classification codes you wish to add or delete from your certification profile.

Contractors License Number	ADD the following classification codes to my profile:	DELETE the following classification codes from my profile:

I. REQUEST TO TERMINATE CERTIFICATION

I wish to terminate my certification status for: (Check one or both)

☐

Small Business

☐

DVBE

Due to the following reason(s):

☐

No longer in business

☐

Did not use certification

☐

Certification did not help my business

☐

Owner deceased

☐

Other (Please explain)

AUTHORIZING SIGNATURE (REQUIRED)

The signatory of this document must be the certified firm's owner (or officer, in the case of a corporation) and hereby certifies that the foregoing statement and all information provided herein is truthful and accurate. *I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

Owner's/Officer's Signature	Date

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Action Taken/Results	CO Initials	Date

Additional Comments